

Amherst Police Department
111 Main Street
Amherst, MA 01002
(413)256-4016

REPORT REQUEST FORM

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| <u>DATE OF REQUEST</u> | <u>PHONE #</u> |
| <u>PRINT NAME</u> | <u>YOUR SIGNATURE</u> |
| <u>ADDRESS</u> | <u>TYPE OF REPORT: CIRCLE ONE</u> ACCIDENT INCIDENT OTHER |
| <u>TYPE OF INCIDENT (B&E, LARCENY, ETC.)</u> | <u>DATE OF ACCIDENT OR INCIDENT</u> |
| <u>APPROXIMATE TIME</u> | <u>LOCATION OF ACCIDENT OR INCIDENT</u> |
| <u>NAME(S) (PERSON(S) INVOLVED)</u> | <u>IF OTHER, LIST INFORMATION</u> |

Some examples of records that are not available are:

1. Accidents or incidents involving criminal charges which may result in incarceration and have not been adjudicated.
2. Accidents or incidents which are still under investigation.
3. Records expressly prohibited from disclosure to the public by statute.
4. Arrest Records.

Note: There is a charge for these records of fifty cents (\$.50) for each side of a page. For requests which require more than 20 minutes to complete, a prorated fee of \$15.00 per hour for search time & preparation time, as defined by 950 CMR 32.03, will be assessed.